Internship offer at EPHEC University College - International Office
BRUSSELS, BELGIUM - FALL SEMESTER 2018-2019

Employer: HAUTE ECOLE EPHEC - Ecole Pratique des Hautes Etudes Commerciales
Erasmus+ code : B BRUXEL 82 - International Office
Avenue Konrad Adenauer  3 – 1200 BRUSSELS - BELGIUM

Presentation: EPHEC counts +/- 4200 full-time students and 150 staff members and offers 8
FULL-TIME PROFESSIONAL BACHELOR DEGREES (Business, IT and Technology),
operating on 2 campuses in Brussels and 1 in Louvain-la-Neuve (30 km south).
The intern will be working within the International Office on our BRUSSELS
campus (Woluwe-Saint-Lambert – Brussels District 1200).

Website: http://www.ephec.be/international/erasmus

Contact persons:
Mr SIMONIS Frédéric, International Relations Officer
international@ephec.be
Mr GREGOIRE Jean-Michel, Institutional Erasmus Coordinator
jm.gregoire@ephec.be

The EPHEC International Relations Office’s mission is to promote, manage and develop the
international dimension of our institution.

The academic year 2018-2019 will again bring its load of challenges, such as developing a new
“corporate image”, reaching new mobility objectives, updating IT tools & databases as well as
intranet & internet sites, managing a large group of incoming & outgoing students etc 😊

Slightly diverging dates can be discussed if appropriate

Working hours:
Regular office hours: Approx. 7 h 15 min / day
From 8.30 AM to 4.30 PM with a lunchtime break / 5 days a week
Occasional weekend or evening missions connected with special activities

Job Description: The internship will take place in the International Office at our Brussels
Woluwé campus. It will consist of different missions related to our
international activities. The main tasks will include:
• assisting in the administrative management of student and staff exchange
  (incoming, outgoing)
• working on international relations information material, producing
  information material, e.g. updating the website and intranet platforms
• correspondence with international partners
assisting with the organisation of events such as guest students welcome and orientation days, study fairs, Erasmus activities and EPHEC international project weeks.

- filing students mobility documents
- other administrative tasks: update of contacts database, surveys etc
- updating a database for student accommodation

Skills & Profile required: We are looking preferably for 3rd-year students with an academic training in office management, business or communication studies or other related academic areas, with the following profile:

- Ability to work in an autonomous and proactive way, as well individually as in a team
- Stress resistant and easy-going (not shy)
- International experience, flexibility, curiosity and open-mindedness
- Working knowledge of Microsoft Office (WORD, EXCEL, other computer skills are an asset, especially SHAREPOINT)
- Fluency in English (preferably at least B2 level cf. European Framework)
- Good working command of French (preferably at least a B2 level)
- Other languages are also an asset (e.g. Spanish, German, Italian or Dutch)

Grant: The applicant student (M/F) will potentially benefit from an Erasmus+ (for EU partners) or Erasmus Belgica (for Flemish students within Belgium) Internship placement grant from his/her home institution.

Salary: No salary

Practicalities: A public transport pass for Brussels is offered for the internship period. Assistance in finding local accommodation can be provided.

Application deadline: 15 MAY 2018

Please send your application letter + CV (in English) + academic details (home institution coordinator, phone, E-mail) by e-mail to the EPHEC INTERNATIONAL OFFICE (for the attention of Mr F. SIMONIS), by 1st MAY 2017 to international@ephec.be

Applicants will be contacted by e-mail and/or phone for a potential phone interview early May. Candidates from Belgian partner institutions in particular will be invited for an onsite visit.

The chosen candidate will be confirmed by late May 2018.

Thank you for your interest in collaborating with us!

The Haute Ecole EPHEC International Team